

Instructions For Requesting Criminal Case Documents:

- The Watham Federal Records Center will service requests received by FAX, U. S. Postal Service (USPS) or Common courier for photocopies of Criminal Case files.
- We do not send confirmation that your FAX was received.
- Orders sent by FAX must be paid by credit card, MASTERCARD or VISA only. Orders sent by USPS or Common courier may be paid by credit card, money order or personal/certified check made payable to "National Archives Trust Fund".
- The maximum amount of a personal check is \$100.
- Requests will be processed within 24 hours of receipt.
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** Please note that copies of documents delivered by FAX cannot be certified.

- Allow at least 7 working days before calling to check on a request sent by and to be delivered by the USPS.
- Copies of documents delivered by MAIL will be sent by the USPS or UPS at the record center's expense or by Common courier at the requestor's expense.
- For each case, you will need the following case information from the District Court where the case was closed. Your request cannot be serviced without the correct information.

Court Location

Case File Name

Case File Number

FRC Accession Number

Agency Box Number

REQUEST FORM FOR CRIMINAL CASES RETURNED BY FAX OR MAIL

CASE INFORMATION:

Court Location: _____
Case File Name: _____
Case File Number: _____
FRC Accession Number: 021- _____
Agency Box Number: _____
FRC Location Number: _____

REQUEST INFORMATION:

OPTION A – Criminal Package – Pre-selected Documents

☐ NOT CERTIFIED \$7.50 (RETURNED BY EITHER FAX OR MAIL)
☐ CERTIFIED \$12.50 (RETURNED BY MAIL ONLY)

The Waltham Federal Records Center will make copies of the following documents only:

- (1) Judgment and Commitment, or Judgment and Probation/Commitment Order or Judgment and Sentence.
- (2) Indictment

If you choose the Criminal Package, you will receive copies of the documents filed in a case and a list of any documents that are missing. All questions concerning file contents must be directed to the appropriate district court.

OPTION B – Criminal Specific Documents – 40 Page Limitation: * If your document is over the 40 page limitation, you will be notified by telephone and be given further options at that time.

☐ NOT CERTIFIED \$20.00 (RETURNED BY EITHER FAX OR MAIL)
☐ CERTIFIED \$25.00 (RETURNED BY MAIL ONLY)

Specific Documents: A copy of the docket sheet, obtained from the court, indicating the case file name, number, title and date of the specific document(s) to be copied, must be included with this order form. **Circle the document(s) which you are ordering.**

Our fax machine is capable of transmitting 50 pages per transmission. Anything over 50 pages will be transmitted in a subsequent transmission(s) immediately following the first one.

OPTION C – Criminal Entire Case – All documents of the case file will be copied with a 100 page limitation. The docket sheet is not required. * If your document is over the 100 page limitation, you will be notified by telephone and be given further options at that time.

☐ NOT CERTIFIED \$50.00 (RETURNED BY EITHER FAX OR MAIL)
☐ CERTIFIED \$55.00 (RETURNED BY MAIL ONLY)

Our fax machine is capable of transmitting 50 pages per transmission. Anything over 50 pages will be transmitted in a subsequent transmission(s) immediately following the first one.

FOR COPIES RETURNED BY FAX:

Name: _____

Fax Number – with Area Code: _____

Daytime Phone Number – with Area Code: _____

FOR COPIES RETURNED BY MAIL:

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Daytime Phone Number – with Area Code: _____

PAYMENT INFORMATION:

1. Make CHECK or MONEY ORDER payable to the **NATIONAL ARCHIVES TRUST FUND**.
The maximum amount for a personal check is \$100.

2. Credit Card payment must be by **MASTERCARD** or **VISA** only.

Name: _____

Account Number: _____

Expiration Date: _____

PLEASE DO NOT SEND CASH

SUBMIT REQUEST:

- Complete this form and FAX to: (781) 647-8112.

OR

- Complete this form and MAIL to:

Federal Records Center
Research Room
380 Trapelo Road
Waltham, MA 02154

If you want your copies returned via a Common Courier, you must include a prepaid envelope with your request. All copies returned via a Common Courier are at the requestor's expense.

Please Note - The processing of your request will be delayed if:

- Any information provided is incomplete or incorrect.
- The name on the case file does not match the name on the case requested
- Your credit card is not approved
- A copy of the docket sheet for "Option B" is not included, or if requested items are not clearly marked.

You will be called at your daytime phone number if any problems occur. If you have any questions about these instructions or if you would like more information about our services, please call (781) 647-8766.